



**Partnership Schools Ireland
Programme Coordinator**

Job Description/Person Specification

Context

Partnership Schools is a joint initiative established by the National Parents Council and the Irish Primary Principal Network. It was launched in 2014 by the Minister of Education and has been set up to co-ordinate, train and support primary schools in Ireland to work in an evidenced based partnership approach to improving outcomes for children. Partnership schools has now 32 trained schools nationwide. Each school that is a member of Partnership Schools Ireland follows a specific programme that is organised by the school's Action Team for Partnership (ATP).

It is an opportunity for teachers, support staff, pupils, parents and community members to work together to discuss the current work of the school as outlined in the school's improvement plan and to find ways to enhance this work, from a variety of view- points ultimately for the benefit of the students. This work is carried in a school by an "Action Team Partnership" (ATP). The model for this evidence-based programme originated in America and is coordinated by the National Network of Partnership Schools in Johns Hopkins University in Baltimore under the leadership of Dr. Joyce Epstein.

National Parents Council Primary is seeking applications for the position of Project Coordinator for Partnership Schools Ireland (PSI) which is a programme for schools, families, and the community. The programme works to ensure better educational outcomes for children.

The contract is for **three years fixed term** with an initial probationary period of nine months. The successful candidate will further enhance the expansion and development of the Partnership School Ireland Programme nationwide in line with the projects funding agreement. The position will be full time of 35 hours per week. Flexibility is required for this role as evening and weekend work will be a feature of this employment. The successful candidate will report to the Services Manager. The place of work is Dublin City centre. Applicants must be a car owner and have a full driving license as nationwide travel will be required.

Salary: €34,000 (35 hours pw)

Applications should be in the form of a letter of application and CV (max 2 pages), and be emailed to losullivan@npc.ie with "Partnership Schools Ireland" in the subject line or by post marked **Confidential** to: Liz O'Sullivan , Services Manager , National Parents Council Primary, 12 Marlborough Court, Marlborough Street, Dublin 1 by 12noon on **Monday 17th June 2019**.

The role will broadly incorporate the following:

- ✚ Play an active role in contributing to the overall objectives of NPC and IPPN both in planning and implementation of the Partnership Schools Ireland Programme.
- ✚ Increase the number and participation of schools in the project over the three-year period in line with the projects funding agreement.
- ✚ Develop a clear policy to support the participants of the PSI programme
- ✚ Provide support through the operation of an Advice and Support desk / face to face meetings / bi-annual support meetings for all existing Partnership Schools
- ✚ Share learning and knowledge with other members of staff
- ✚ Up skill and support NPC Trainers in the Action Team Partnership programme
- ✚ Consistently and regularly review work practices and methodologies within own area of responsibility and apply improvements and efficiencies wherever possible which will feed into programme evaluation.
- ✚ Prioritise and manage work within own area of responsibility including monthly reports for Services Manager and up to date information for Management and Advisory committees.

Experience

Essential

- ✚ Training and facilitation experience
- ✚ Team building and project co-ordination
- ✚ Knowledge of the Irish education system

Desirable

- ✚ Experience of working with adult volunteers in voluntary organisations

Person Specification

The individual should be able to demonstrate the following competencies:

Communications	Communicates effectively with individuals and groups. Communicates NPC's vision and mission in a persuasive manner.
Interpersonal Effectiveness	Shows empathy and understanding when dealing with others, utilising tact and diplomacy at all times. Treats others with respect. Works well with a wide range of people from different backgrounds both within and outside the organisation and builds rapport by listening to and understanding their viewpoints.
Planning & Managing Resources	Plans and organises people and other resources, prioritising as required, to meet goals, targets or objectives within agreed timeframes. Monitors progress and reviews plans where necessary. Identifies potential problems and develops contingencies. Plans and organizes own work effectively.
Analysis / Problem Solving	Sources and accurately gathers all relevant information. Conducts an in-depth review, considering issues thoroughly. Draws conclusions backed up by available evidence and makes appropriate recommendations. Handles and manipulates numerical information with accuracy and attention to detail.
Decision-making / Judgment	Evaluates information available before making decisions, weighing up the pros and cons of various options or courses of action. Is aware of the wider implications of proposed decisions and recognises when it is appropriate to consult others. Follows through on decisions made, taking responsibility where appropriate.
Team working	Works collaboratively with others to achieve shared goals. Participates fully, sharing knowledge, ideas and expertise. Shows an appreciation for other people's positions and values their input. Willingly takes on additional responsibility to achieve team objectives. Shows a willingness to learn from others.
Managing & Developing People	Manages staff by providing clear direction and challenging goals. Motivates staff to perform well. Delegates tasks,

distributes work fairly and treats others consistently. Monitors performance and attendance, addresses any issues of underperformance and provides coaching and development where required. Values and acknowledges the contribution of others.

Commitment to Quality Results	Takes ownership of tasks and is determined to see them through to satisfactory conclusions. Takes all necessary measures to ensure work is completed to a high standard and within agreed timeframes at all times, even where it involves routine or mundane tasks. Monitors and checks work for accuracy and ensures guidelines and procedures are followed. Reliable and dependable, can work on own initiative.
Customer / Client Focus	Is aware of the service delivery requirements of the organisation and the varying needs of his/her customers or clients. Deals with customers/clients in a professional and courteous manner, showing diplomacy and tact, particularly in difficult situations.
Self Awareness & Development	Reviews own performance regularly and is committed to developing own skills and knowledge base and applying this learning on a regular basis. Keen to learn new skills, systems and processes.
Flexibility & Change Orientation	Is flexible in his/her approach, open to change in work practices and adapts readily to recommendations for change. Involves others in and implements change initiatives. Able to deal with changing demands and different situations / circumstances.
Initiative	Actively suggests improvements within area of responsibility. Can work without excessive guidance or support yet knows when the involvement of others is appropriate.
Technical Knowledge / know-how	Has the practical, specialized or technical knowledge required to meet the goals and objectives of the role to the highest standards. Has knowledge or expertise such that others would rely on and have confidence in it.

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